

**INVITATION FOR SEALED BIDS FROM PRE-QUALIFIED CONTRACTORS
FOR THE 2016 GYPSY MOTH TRAPPING SLOW-THE-SPREAD PROGRAM**

Issue Date: March 23, 2016 **IFB # 301-16-105**

Title: Gypsy Moth Trapping

Commodity Code: 94500 and 48559

Issuing Agency: Virginia Department of Agriculture & Consumer Services
Procurement Office – 2nd Floor
102 Governor Street – Oliver Hill Building
Richmond, Virginia 23219

Locations Where Work Will Be Performed: Virginia, in the Counties of Greensville, Halifax, Isle of Wight, Mecklenburg, Southampton, Sussex and the cities of Franklin and Suffolk

Period of Contract: April 1 – October 14, 2016

Sealed Bids Will Be Received Until: Tuesday, April 5, 2016 NO Later Than 11:00 A.M. EST and Then Opened in Public.

Contact Information: All Inquiries for Technical Information Should be directed to: Larry Bradfield, STS Program Supervisor, or Nick Kiser, Gypsy Moth Survey Coordinator, Telephone (540) 394-2507. Questions Related to Bid Submission and/or Terms and Conditions of the Invitation for Bids Should Be Directed To: Wendell Powell, VCO, Senior Contract Specialist, Telephone : (804) 786-8738 or e-mail: wendell.powell@vdacs.virginia.gov

BID DOCUMENTS SHALL BE PLACED IN AN ENVELOPE AND SEALED. SEALED BIDS MAY BE MAILED OR HAND DELIVERED TO THE ISSUING AGENCY SHOWN ABOVE. Clearly write the IFB number on the front of the envelope. It is important to note that if the sealed bid is hand delivered to the agency that parking is difficult to locate. It is the Bidder's full responsibility to ensure the bid is received by the agency at the location shown above on or before the date and time required. Late or unsealed bids will not be accepted. No electronic bids (i.e. faxed or emailed) will be accepted.

In Compliance With This Invitation For Bids and to All the Conditions Imposed Herein, The Undersigned Offers and Agrees to Furnish the Services Required by the IFB At the Price(s) Indicated in the Pricing Schedule, and the Undersigned hereby Certifies that all Information Provided Below and in Any Schedule hereto is True, Correct, and Complete.

Name & Address of Firm:

E-Mail: _____

Fax: _____

Date: _____

By: _____
(Signature in Ink)

Name: _____
(Please Print Clearly)

Telephone: _____

eVA Vendor ID _____

NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, Section 2.2-4343.1, or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RETURN OF THIS PAGE IS REQUIRED

Congratulations! You received this Invitation for Bid because you met the minimum requirements for pre-qualification as a 2016 Gypsy Moth Program contractor. **All General Terms & Conditions and specifications from QCL # 301-16-071 apply to this solicitation. The revised Special Terms & Conditions below supersede and replace those listed in QCL 301-16-071 in its entirety. For a copy of the QCL go to www.vdacs.virginia.gov, click on “About VDACS”, click on “Procurement” and click on the underlined number 301-16-105**

INSTRUCTIONS TO BIDDERS:

1. **BIDDING:** You must complete the Pricing Schedule included herein for the Bid Unit(s) you wish to trap and return all of the following required pages, in the envelope provided, in order to be evaluated for an award of a trapping contract:
 - Cover Sheet, signed
 - Pricing Schedule, completed
 - Trapper Data Sheet, completed
 - Insurance Documents – If not provided with QCL documents
2. **TOPOGRAPHIC MAP VIEWING:** Viewings for map units VA19 and VA22 by appointment only.

By Appointment:

Christiansburg, VA, VDACS-STS Office, 1580 N. Franklin St., Suite 7, Christiansburg, VA 24073. Contact Nicholas Kiser or Larry Bradfield at 540-394-2507 to schedule an appointment.

You can also view the topographic maps online anytime with the steps provided on the following page:

SPECIAL TERMS & CONDITIONS

- A. **CONFLICT OF INTEREST:** By submitting the prequalification documentation and any future bids, the individual certifies that contracting in the gypsy moth trapping program does not constitute a Conflict of Interest in regard to each of the following:
 1. VDACS' employees will not be permitted to inspect the work of a Contractor who is an immediate family member. Contractor must notify VDACS-STS if the VDACS inspector is an immediate family member.
 2. Contractor may not be a member of the Board of Agriculture or a VDACS employee or officer.
 3. If the Contractor's personal circumstances relating to possible conflicts of interest change after the contract is awarded, the Contractor shall immediately notify the VDACS Procurement Office. Depending on the degree of conflict, the Contractor understands that his/her contract may be canceled and reissued to another Contractor. VDACS will only be responsible for payment to the Contractor for work completed through the date such notice was made.

- B. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of VDACS. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall first furnish to VDACS-STs the names, qualifications, and experience of the proposed subcontractors. This information must be furnished to VDACS-STs no later than thirty (30) days prior to trapping initiation. The Contractor shall, however, assume full liability and responsibility for the work to be done by the subcontractor and shall assure compliance with all requirements of the contract.
- C. LIQUIDATED DAMAGES:** Because of the behavior of the gypsy moth, and the amount of time available to place and monitor the traps to be successful, it is hereby understood and agreed, that lack of communication and other unacceptable delays caused by the Contractor are costly to VDACS and damaging to the outcome of the program. Therefore, liquidated damages may be assessed for each occurrence of noncompliance. The Contractor's compliance with guidelines and standards may be determined by VDACS-STs at any time during the trapping season, as well as, post-season after all traps have been pulled. VDACS-STs will randomly check and evaluate at least ten percent of the traps within each contract trapping unit.

Liquidated damages may be assessed but are not limited to the following:

1. Inaccurate and improper trap placement outside or within target circle.
2. Improper trap construction (includes improper lure and insecticide attachment).
3. Failure to complete and/or submit VDACS-STs issued "Trap Placement" and "Trap Inspection/Pull" logs as instructed.
4. Insufficient flagging for contractor or VDACS-STs to easily locate the trap site on subsequent visits.
5. Incomplete and inaccurate data provided on traps including the contractor's initials, quad abbreviation, trap number, grid type, date placed, date checked, the VDACS-STs telephone number, and failure to use permanent marker.
6. Inaccurate and untimely submissions of gypsy moth trap site data into the GPS unit and into VDACS-STs issued logbooks.
7. Failure to meet with VDACS-STs as scheduled in a punctual and timely manner during normal office hours to download GPS data.
8. Failure to contact VDACS-STs in advance and receive approval to skip a download session.
9. Failure to contact VDACS-STs with error corrections within 5 business days of website posting.
10. Failure to meet trap placement, mid-season inspection, and final trap pull deadlines.
11. Failure to, inadvertently or otherwise, pull trap(s). (see #5 under Part I.)
12. Failure to properly dispose of traps, insecticide strips, flagging, and used coat hangers at the end of the trapping season as directed by VDACS-STs.

13. Failure to take proper care of and/or return VDACS-STs issued non-disposable supplies and equipment at termination of trapping contract.
14. Failure to return calls and other data requests within 24-hours.
15. Failure to submit all GPS records, logbooks, moth catches and final pulled traps on the day of the related download session.
16. Changing GPS settings or manipulating stored data by any means (i. e. software, cables or manual entries/deletions) by the contractor or any agent, employee or subcontractor unless granted prior permission by VDACS-STs.

Each incident of non-compliance will be investigated. Substantiated evidence or an unsatisfactory explanation may result in liquidated damages being assessed not to exceed three hundred dollars (\$300.00) per incident of non-compliance. An incident is defined as being any separate or individual occurrence within any of the quality control items, (i.e. placing four traps out of target circle would be four incidents of non-compliance). Repeated incidences of failure to meet quality control criteria and other contract requirements seriously jeopardize the success of the trapping program and may be cause for the cancellation of the contract. The assessment of damages will not exceed 30% of compensation for the trapping contract.

Any incident in which a contractor is not in compliance with the terms of the contract will be described in writing and documented by VDACS-STs and a copy of this report will be given to the contractor. The reports will be subject to the appropriate provisions, and any liquidated damages assessed will be deducted from payments due the contractor. If the contractor has been paid for services which were not performed in accordance with this contract, the contractor will be invoiced and must refund any payments paid for services improperly performed.

- D. **AWARD TO MULTIPLE BIDDERS:** The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- E. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, equipment or services of any kind or nature furnished or provided by the contractor, provided that such liability is not attributable to the sole negligence of the using agency.
- F. **AUDIT:** The contractor hereby agrees to retain all books, records, and other documents relative to this contract for five years after final payment or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- G. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the

contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- H. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors, that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is the acts and omissions of his own employees.
- I. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 30 days. At the end of 30 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- J. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- K. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** It is anticipated that the solicitation/contract will result in multiple purchase order(s) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued July 1, 2011 thru December 31, 2013, the Vendor Transaction Fee is:
- (i) DSBSD-certified Small Businesses: 0.75%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- b. For orders issued January 1, 2014, and after, the Vendor Transaction Fee is:
- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

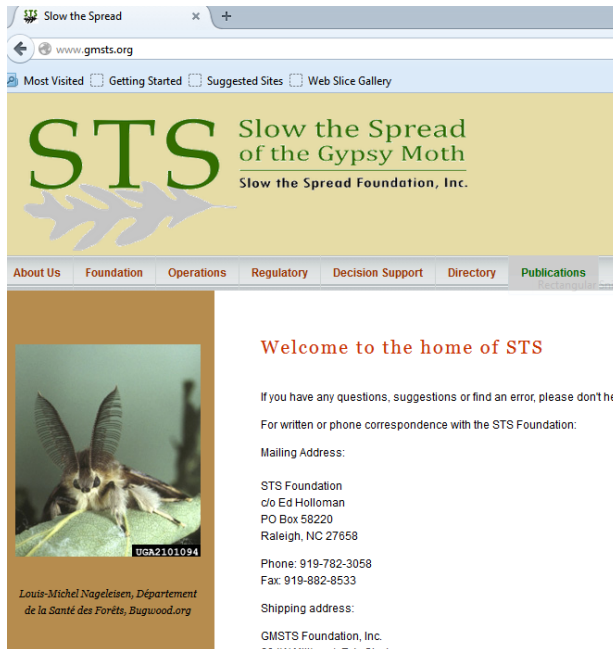
The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the

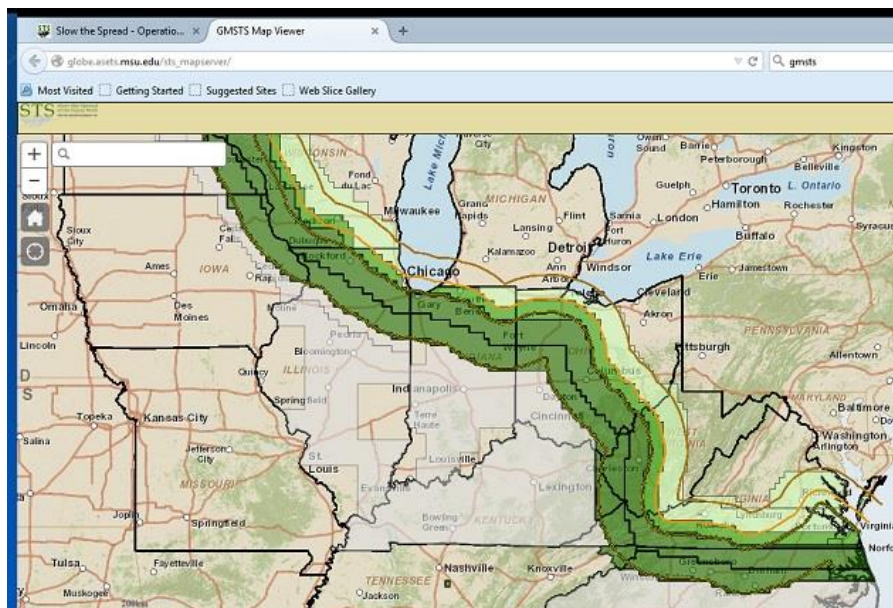
Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

Viewing the Topographic Map online

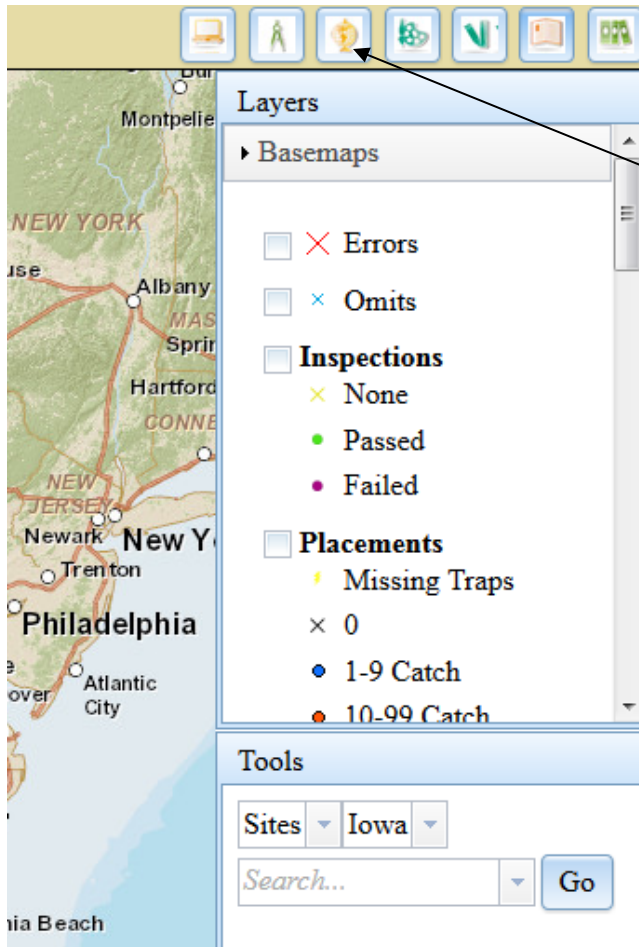
1. Go to <http://www.gmsts.org/> and under the operations tab click map server



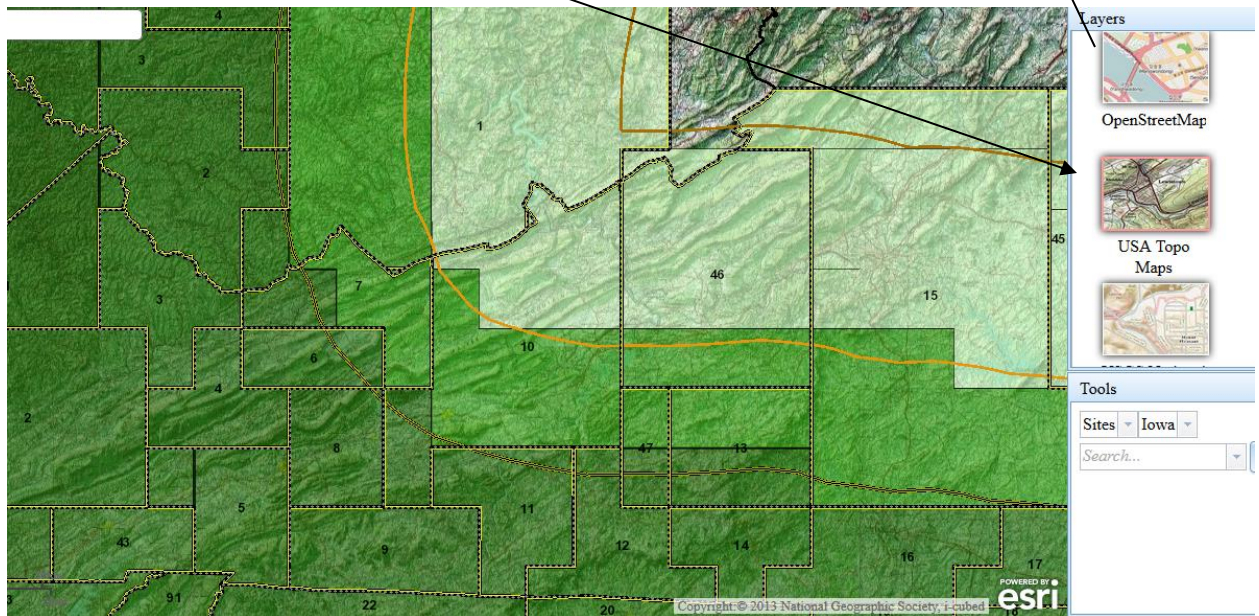
2. This will bring up a map of the United States and will highlight which areas are participating in the gypsy moth STS program.



3. On the upper right hand side of the page there is a globe icon, click it, this will bring up a right sided tab (layers tab) that will give you options to choose from. You can play with the setting to reveal things such as bid units, different traps in a bid unit, or the type of target circles in a bid unit.



4. Directly underneath the layer tab is a base map tab. Here you can select several different styles of maps and see the topographic map for the area you are interested in.



3. **TRAPPING CYCLE SCHEDULES AND DOWNLOAD DATES/LOCATIONS:**
Trapping cycle schedules for the Eastern, Central, and Western trapping areas along with download dates and locations are provided herein.
4. **MANDATORY TRAINING:** For ALL contractors receiving an award as a result of this IFB and ALL trapping personnel. ***VDACS reserves the right to change the date and location for training depending on the number and location of trappers in trapping regions. If changed, the Trapping Coordinator will contact the contractors with alternate times and locations for training.***

PRICING SCHEDULE

This Pricing Schedule lists 2 separate trapping bid units. Descriptions and locations for each bid unit are attached for your review. The bid unit descriptions indicate the number of trap sites, +/- 5%, the target circle size, trap type to be placed and the USGS Topographical Quads contained within the trapping bid units. Bidders must indicate their **per trap price** beside their desired bid unit. The contractor is responsible for the costs associated with remote downloading and submission of documents, supplies, and trap catch. An award will be made to the lowest responsive and responsible bidder for each bid unit listed. **Important:** All bids are binding and the Contractor shall complete work on all awarded units or may be held in default. (Reference QCL# 301-16-071. Section IV.P.)

Bidders may bid on up to three trapping units under one of the following conditions:

- a. Bidders were awarded a previous gypsy moth trapping contract and completed the contract to the satisfaction of the VDACS-STC office; **or**,
- b. Bidders have a satisfactory working experience as a gypsy moth contractor/trapper in another state or federal gypsy moth trapping program and received approval from the STS Program Supervisor PRIOR to submitting a bid.

If you do not meet either condition listed above, you are eligible to bid on ONE unit only. If you are ineligible to bid on more than one unit, do NOT submit bids for multiple bid units which will result in your entire bid being declared non-responsive and rejected. Contact Wendell Powell if you are uncertain of your eligibility to bid on more than one unit.

Bid Unit VA-	_____	\$ _____
	(bid unit number)	(per trap price)
Bid Unit VA-	_____	\$ _____
	(bid unit number)	(per trap price)

Name of bidder: _____

RETURN OF THIS PAGE IS REQUIRED

TRAPPER DATA SHEET – This sheet must be completed and submitted with your bid. Bidders must supply this information for each person assisting them with trapping. **ALL trappers and trapping personnel are required to attend the mandatory training described on page 2.**

BID UNIT	TRAPPER NAME	ADDRESS	PHONE NUMBER

****RETURN OF THIS PAGE IS REQUIRED****

**2016 EASTERN STS-GYPSY MOTH TRAPPING CYCLES
COMPLETION DATES FOR CONTRACTORS VA 21 THROUGH 23**

Cycle	Cycle Period	Download Date*	% Traps Placed & Data Submitted Per Bid Unit	% of Traps Monitored & Data Submitted Per Bid Unit	% Traps Placed & Data Submitted Per Bid Unit	% Total Work Completed Per Bid Unit	TASKS on DOWNLOAD SITE trappers are expected to meet with VDACS employees at predetermined location
1	April 13 - April 26	27-Apr	33%			11%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form 2. Meet VDACS staff to download data.
2	April 27 - May 4	5-May	66%			22%	
3	May 5 - May 18	19-May	100%			33%	
4	June 9 - June 22	23-Jun		33%		44%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form, 2. Meet VDACS staff to download data.
5	June 23- July 6	July 7		66%		55%	
6	July 7 – July 20	July 21		100%		66%	
7	Aug 4- Aug 17	August 18			33%	77%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form 2. Meet VDACS staff to download data. ***Upon completion of season , <u>ALL</u> items should be returned to VDACS or the Ivor office (unused traps, staple GPS units, etc. - see inventory list)***
8	August 18 – Aug 31	Sept. 1			66%	88%	
9	Sept. 1- Sept 21	Sept. 22			100%	100%	

Nicholus Kiser, Survey Coordinator
Nicholus.Kiser@vdacs.virginia.gov
Office: 540-394-2511
Cell: 540-200-7882

*****Download Day: Thursday*****

Mailing Address:
VDACS-STG Gypsy Moth Office
1580 N. Franklin Street, Suite 7
Christiansburg, VA 24073

2016 CENTRAL STS-GYPSY MOTH TRAPPING CYCLE
COMPLETION DATE FOR CONTRACTORS VA17 through VA20
Downloading at Lynchburg VA

Cycle	Cycle Period	Download Date*	% Traps Placed & Data Submitted Per Bid Unit	% of Traps Monitored & Data Submitted Per Bid Unit	% Traps Placed & Data Submitted Per Bid Unit	% Total Work Completed Per Bid Unit	TASKS on DOWNLOAD DATE trappers are expected to meet with VDACS employees at predetermined location
1	April 13–April 26	April 27	33%			11%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form
2	April 27 - May 10	May-11	66%			22%	2. Meet VDACS staff to download data.
3	May 11 – May 24	May-25	100%			33%	
4	June 15 - June 28	June 29		33%		44%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form
5	June 29 – July 12	July 13		66%		55%	2. Meet VDACS staff to download data.
6	July 13 - July 26	July 27		100%		66%	
7	August 10 - August 23	August 24			33%	77%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form
8	August 24- Sept 6	Sept 7			66%	88%	2. Meet VDACS staff to download data.
9	Sept 7- Sept 27	September28			100%	100%	***Upon completion of season, <u>ALL</u> items should be returned to the Christiansburg STS office (unused traps, staplers, GPS units, etc. - see inventory list)***

*******DOWNLOAD DAY: Wednesday*******

Survey Coordinator: Nicholus Kiser
E mail: Nicholus.Kiser@vdacs.virginia.gov
Office: 540-394-2511
Cell: 540-200-7882

Download Site:
VDACS Regional office
4832 Tyreeanna Road
Lynchburg, VA 24504

Mailing Address:
VDACS-STG Gypsy Moth Office
1580 N. Franklin Street, Suite 7
Christiansburg, VA 24073

2016 WESTERN STS-GYPSY MOTH TRAPPING CYCLE
COMPLETION DATES FOR VA1 THROUGH VA16
Downloading at Wytheville VA

Cycle	Cycle Period	Download Date*	% Traps Placed & Data Submitted Per Bid Unit	% of Traps Monitored & Data Submitted Per Bid Unit	% Traps Placed & Data Submitted Per Bid Unit	% Total Work Completed Per Bid Unit	TASKS on DOWNLOAD SITE
1	April 19 – May 2	May-3	33%			11%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form 2. Meet VDACS staff to download data.
2	May 3-May 16	May-17	66%			22%	
3	May 17- June 6	Jun-7	100%			33%	
4	June 28– July 11	July 12		33%		44%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form 2. Meet VDACS staff to download data.
5	July 12-July 25	July-26		66%		55%	
6	July 26 – August 08	August 9		100%		66%	
7	August 23 – Sept 5	September 6			33%	77%	1. Send Email with 2 scanned attachments: Logbook and Data Confirmation Form 2. Meet VDACS staff to download data.
8	Sept 6 – Sept 19	September-20			66%	88%	
9	September 20 – October 3	October 4			100%	100%	*** Upon completion of season, <u>ALL</u> items should be returned to the Christiansburg STS office (unused traps, staplers, GPS units, etc. - see inventory list)***

DOWNLOAD DAY: **Tuesday**
Survey Coordinator: Nicholus Kiser
Nicholus.Kiser@vdacs.virginia.gov
Office phone: 540-394-2511
Cell phone: 540-200-7882

Download Site:
VDACS Regional Office
250 Cassell Road
Wytheville, VA 24382

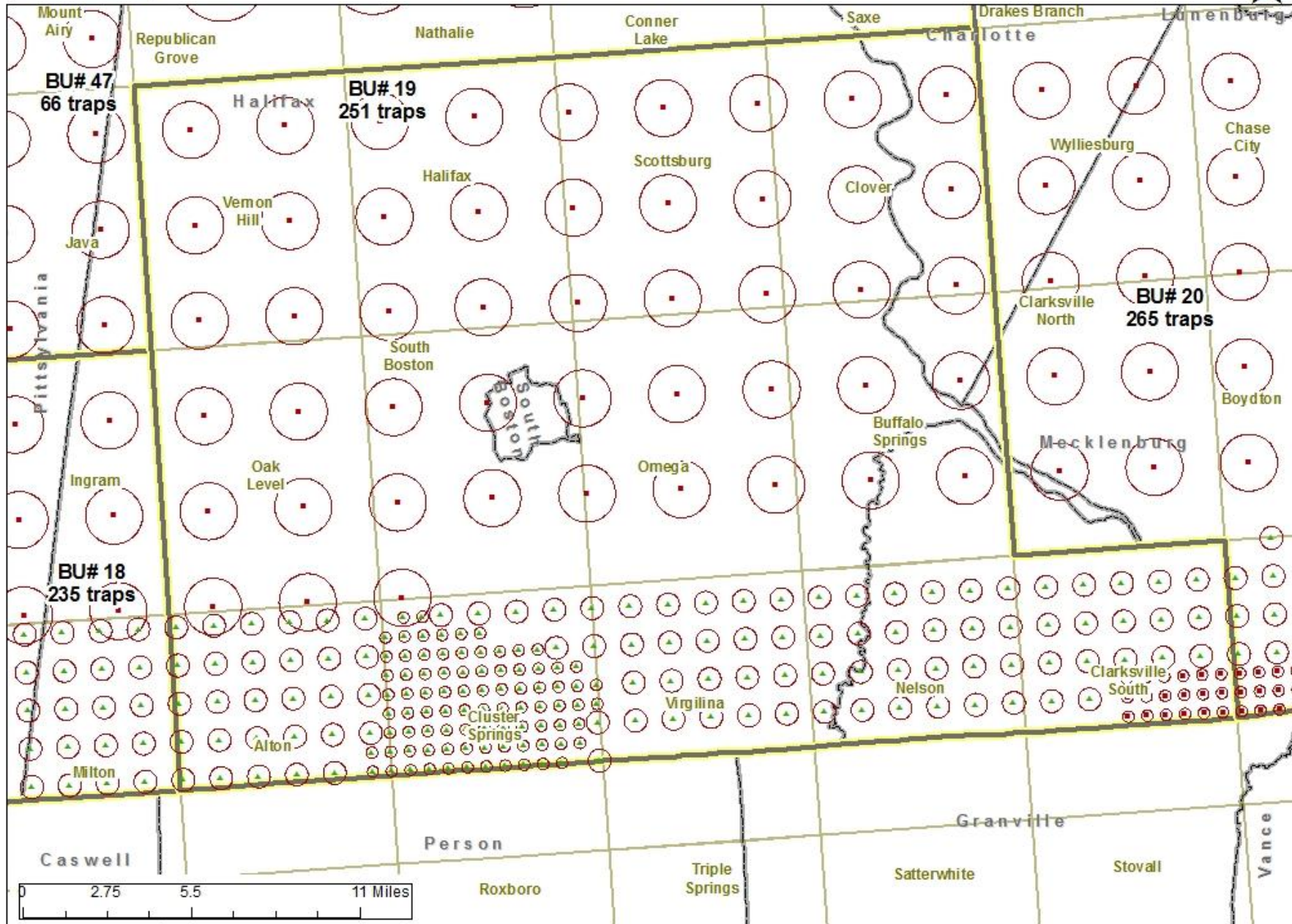
Mailing Address:
VDACS-STs Gypsy Moth Office
1580 N. Franklin Street, Suite 7
Christiansburg, VA 24073

2016 Bid Unit Descriptions

Bid Unit Number	County Quads	USGS Topographical Quads	Approx. Total 8k	Approx. Total 5k	Approx. Total 3k	Approx. Total 2k	Approx. Total 1k	Approx. Total 500M	Total Sites +/- 5%
VA19 (Central)	Halifax, Mecklenburg	Vernon Hill, Halifax, Scottsburg, Clover, Oak Level, South Boston, Omega, Buffalo Springs, Alton, Cluster Springs, Virgilina, nelson Clarksville South		48 Milk Carton		99 Delta	86 Delta 18 Milk Carton		251
VA22 (Eastern)	Sussex, Southampton, Suffolk (This unit contains sections of the Great Dismal Swamp National Wildlife Refuge. Access in the refuge is restricted to established trails and roads. Sites not accessible from these established trails and roads can be omitted.)	Sussex, Littleton, Manry, Yale, Sebrell, Vicksville, Sedley, Zuni, Windsor, Churchkatuck, Drewryville, Capron, Courtland, Franklin, Holland, Buckhorn, Suffolk, Margaretville, Boykins, Sunbeam, Riverdale, Gates, Whaleyville	8 Milk Carton	85 Milk Carton		138 Delta	55 Milk Carton		286

Unit VA19

2016 Gypsy Moth Trapping Bid Units



Unit VA22

2016 Gypsy Moth Trapping Bid Units

